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**From:** Nishida, Jane [Nishida.Jane@epa.gov]  
**Sent:** 5/29/2018 1:34:39 PM  
**To:** Almodovar, Lisa [Almodovar.Lisa@epa.gov]  
**Subject:** FW: OC Conference Spending Request Notification: Request ID (10001726) available for approval.

Done.

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**From:** Lisa Almodovar [mailto:Almodovar.Lisa@epa.gov]  
**Sent:** Thursday, May 03, 2018 12:13 PM  
**To:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Subject:** OC Conference Spending Request Notification: Request ID (10001726) available for approval.

Hi Jane Nishida,

You are receiving this request because, per OMB and internal agency policy, conferences costing more than \$20,000 must be approved by an Assistant Administrator. Please note that events costing more than \$100,000 require approval from the Deputy Administrator. For more details, please visit [http://intranet.epa.gov/ocfo/management\\_integrity/conferences.htm](http://intranet.epa.gov/ocfo/management_integrity/conferences.htm) or contact [conference@epa.gov](mailto:conference@epa.gov).

lisa almodovar has approved as a Recommender for a Conference Spending Request CEC Council Session with Request ID (10001726). Please review the request to ensure expenses are necessary and reasonable, and the event positively represents the agency to the public.

To view the request, please access the Conference Spending Request tool using the following URL <https://ocfosystem1.epa.gov/ConferenceSpending/login> To use the tool, login using your LAN ID and password, and click on your Inbox to review and approve.